

THE ACADEMIC SEMESTER INTERNSHIP PROGRAM

The Defense Intelligence Agency

The Defense Intelligence Agency is a Department of Defense combat support agency and important member of the United States Intelligence Community. With over 15,000 military and civilian employees worldwide, DIA is a major producer and manager of foreign military intelligence. We provide military intelligence to warfighters, defense policymakers and force planners, in the Department of Defense and the Intelligence Community, in support of U.S. military planning and operations and weapon systems acquisition.

DIA's Academic Semester Internship Program provides promising undergraduate seniors and graduate students the opportunity to gain practical work experience in intelligence analysis while enrolled in classes. This program is open only to those enrolled as full-time degree-seeking students at universities and colleges located within the Washington, DC/Baltimore, Maryland; Huntsville, Alabama; Norfolk, Virginia; Tampa, Florida; Omaha, Nebraska; Colorado Springs, Colorado; Scott Air Force Base, Illinois; Honolulu, Hawaii and Miami, Florida metropolitan areas.

The agency offers a limited number of paid academic semester internships. Interns can be appointed for an academic semester for a 10-15 week period (depending on your academic institution's calendar), normally from late August through mid-December for the fall semester, as temporary employees (working between 20 hours per week on an intermittent work schedule).

All interns must be granted a security clearance, successfully pass a counterintelligence (CI) scope polygraph examination and drug screening test prior to receiving a final offer of employment.

Please note that the security clearance processing, counterintelligence (CI) scope polygraph examination and drug screening test can not be conducted while the applicant is overseas. If you are studying or working abroad anytime in the three to nine months preceding the semester during which you wish to work as an intern, please apply for a subsequent term.

Interns are paid an hourly rate based on the number of credit hours you have completed. Due to the temporary nature of the assignment, interns are not eligible to receive employee benefits (this also includes federal holidays).

Eligibility Criteria

- Current enrollment as an undergraduate senior or graduate student seeking a full-time degree at universities and colleges located in geographic areas where DIA has a facility (Washington, DC/Baltimore, Maryland; Huntsville, Alabama; Norfolk, Virginia; Tampa, Florida; Omaha, Nebraska; Colorado Springs, Colorado; Scott Air Force Base, Illinois; Honolulu, Hawaii; and Miami, Florida metropolitan areas).
- Please indicate your internship location preference within the on-line application.
- Current enrollment in baccalaureate or graduate degree program in the following academic disciplines critical to DIA's mission include: Foreign Area Studies, Computer Science, Business Administration, Human Resources, International Relations, Public Administration, Political Science, Chemistry, Physics, Biology, Microbiology, Pharmacology, Toxicology, Engineering or intelligence analysis-related courses. Please be advised that every location listed above will not necessarily have vacancies for every academic discipline.
- Proficiency in a hard target language such as Arabic, Korean, Mandarin Chinese, Thai, Urdu, Farsi, Dari, Vietnamese, or Pashto is highly desired.
- Completion of 90 semester hours or its equivalent at the time of application in the program.
- A minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale or its equivalent the time of application.
- U.S. citizenship of applicant and all members of the immediate family. All students conditionally selected for the program are required to satisfactorily complete a security background investigation, counterintelligence (CI) scope polygraph examination and drug screening test. Security clearances are not granted to applicants that hold dual citizenship.
- All applicants must satisfy DIA's Conditions of Employment before a final offer of employment will be extended.

Application Procedures

- Complete the on-line application process. Applications will only be accepted on-line. Please submit only the information requested. Do not submit any letters of recommendation, certification or diplomas.
- Within the on-line application, you will insert a written narrative addressing the following:

At which one of the listed DIA locations do you want to work? Please remember that you must be enrolled as a full-time student in the metropolitan area that you select.

Discuss your interest in a particular occupational area(s) such as Foreign Area Studies, Computer Science, Business Administration, Human Resources,

International Relations, Public Administration, Political Science, Chemistry, Physics, Biology, Microbiology, Pharmacology, Toxicology, Engineering or intelligence analysis.

- How did you learn about the Academic Semester Internship Program?
- Please attach an unofficial copy of college/university transcript(s). If you are selected as a finalist for this program, guidance for forwarding your official transcripts will be provided, at a later date.

Frequently Asked Questions

Q: How should I submit my resume and other required materials?

A: Applications will only be accepted through the on-line application process at <http://www.dia.mil>. If you are selected as a finalist for the ASIP, you will be given instructions for submitting an official copy of your transcript (s).

Q: Should I submit additional material such as recommendation letters or writing samples?

A: No. Letters of recommendation and writing samples are not required.

Q: How many academic semester internships are available?

A: There are approximately 20 internships available each semester.

Q: When can I expect to hear if I am selected for an internship?

A: Finalists will be notified no later than October 31, 2009, for the spring term.

Q: Once I have been notified that I am a finalist or alternate, what is the next step?

A. You will be required to complete pre-employment documents which include the SF-86 background questionnaire for the security clearance. Regardless of your current or past security investigation(s), the completion of a SF-86 is mandatory. We will also request that our vendor contact you for a drug screening test. You must successfully satisfy all DIA's conditions of employment (drug testing, polygraph exam, etc.) before a final offer will be extended.

**** You will not receive an official offer letter until you have successfully passed all pre-employment screening****

DO NOT PROCEED TO YOUR REQUESTED WORK LOCATION UNTIL YOU HAVE RECEIVED YOUR OFFICIAL FINAL OFFER PACKAGE.

Q: How long will it take to get a security clearance?

A: It varies, depending on your personal background and the volume of clearances being processed. In general, if you have significant foreign travel and/or foreign relatives or contacts, the security clearance process can be rather lengthy – up to 6 months or more. Sometimes DIA can issue an interim clearance while awaiting results of the full background investigation based on a personal interview with the DIA security office. Individuals with limited or no overseas travel, who have not moved around much and who have no foreign relatives or contacts can usually receive a determination within 3 months. If you have not been granted at least an interim clearance by December 11, 2009, you cannot begin your internship on January 6, 2010. If you have not been granted at least an interim clearance by January 13, 2010, you will not be able to participate in the Spring 2010 ASIP.

Q: I have dual citizenship with another country. What are my chances of getting a security clearance?

A: Generally, dual citizens can not be granted clearances. Individuals would have to renounce citizenship in the other country; relinquish passports, etc. before DIA could proceed with the security clearance process. The window of time between the conditional selection for an internship and the start of the program may not allow sufficient time for this process to occur.

Q. A member of my immediate family is not a U.S. citizen. Can I still receive a clearance in time to participate in the Academic Semester Internship Program?

A. Yes.

Q: I plan to study abroad for all or part of the academic year. Is that a problem?

A. Yes. While the experience of living abroad is of value to DIA, it is impossible to complete the security background investigation and the necessary drug screening test when someone is overseas. We will be unable to consider you for this year's ASIP. If you are working or studying abroad anytime in the three to six months preceding the semester during which you wish to work as an intern, please apply for another ASIP vacancy announcement.

Q: What are the dates of the Spring and Fall Academic Semester Internship Program?

A: The internship sessions usually coincide with the academic semester schedule. Spring Interns will work from January to May. Fall Interns will work from September to mid December.

Q: What type of work will I do?

A: Intern assignments are based on entry-level professional job descriptions and will involve a great deal of independent work under the guidance of a senior level supervisor and mentor. Most intern positions are for Intelligence Analysts, whose duties may involve research and drafting reports and presentations. Particular occupational areas may be crisis management, counterintelligence, military economics, homeland security, imagery, information warfare, arms control / proliferation, leadership analysis, etc. There are a limited number of positions in other career fields and some of these positions may be clerical in nature.

Q: Can I earn academic credit for my internship?

A: Depending on your school's requirements, academic credit may be earned. DIA will work with your institution to provide any necessary evaluation, etc. Any written product provided to your institution must be cleared by DIA's Public Affairs office, prior to being shared with your college or university.

Q: What hours will I work?

A: You will arrange an intermittent work schedule with your supervisor, normally 20 hours per week and between the hours of 7:30 A.M. and 5:30 P.M. You are not authorized to work more than 40 hours per pay period. You will only receive compensation for the hours you work. You will not receive any compensation for federal holidays or any additional authorized closings, by the federal government.

Q: How is my salary determined?

A: Your salary will be determined by the number of credit hours you have earned. It is extremely important that you provide a complete transcript through the most recently completed semester completed, so that we may determine your salary. Failure to provide a transcript no later than December 14, 2009 will postpone your start date and possibly disqualify you from participating in the program.

Q: Will I earn leave?

A: No. ASIP participants work on an intermittent schedule and do not earn annual leave or sick leave.

Q: Is my work location accessible by public transportation?

A: Yes, the locations in the Pentagon and in the Clarendon area of Arlington, VA are directly accessible by subway (Metro). The Defense Intelligence Analysis Center (DIAC) on Bolling Air Force Base is accessible via shuttle bus from the Anacostia and L'Enfant Plaza Metro Stations. The shuttle runs continuously during rush hour on weekdays. Shuttle riders must have the required identification badges. For new employees, you must carry a copy of your offer letter and picture ID to gain access to the shuttle and base.

Q: What will the first day of my internship be like?

A: Specific instructions and directions will be in your final offer letter. Your first day will consist of completing a variety of administrative tasks.

Q: What is the dress code for the agency?

A: In general, the dress for civilians at the agency is conservative business attire – shirts and ties for men and appropriate dress, skirt and blouse, or pant suit for women. Some offices are more informal than others and allow business casual wear on a routine basis. Men will need a suit and women a tailored dress or suit, for meetings and making presentations.

Q: What is the role of my Sponsor?

A: Your Sponsor has volunteered to assist you with in-processing and will interact with you throughout the internship. He or she will be available to orient you to your specific office and provide guidance on how to perform work-related duties.

Q: I am interested in permanent employment at DIA. Does DIA make offers of permanent employment to interns?

A: DIA routinely considers successful interns for permanent hire. **Permanent employment with DIA is not guaranteed.**